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Date 17 March 2022

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Typetalk calls welcome

**To: Members of the Management Committee of the Yorkshire Purchasing Organisation Joint Committee**

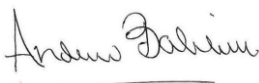
**Chief Executive of the Constituent Authorities (for information)**

Dear Councillor

**YORKSHIRE PURCHASING ORGANISATION MANAGEMENT COMMITTEE MEETING  
– FRIDAY, 25 MARCH 2022**

You are invited to a meeting of the Management Committee of the Yorkshire Purchasing Organisation Joint Committee which is to be held at **10:30 am on Friday, 25 March 2022** at the **YPO HQ, 41 Industrial Park, Wakefield** to consider the items set out in the agenda detailed overleaf.

Yours sincerely



Andrew Balchin  
Secretary to the Joint Committee

**PLEASE NOTE:** A buffet lunch is to be provided at the conclusion of the meeting. Please contact Kayley on the details above if you have any dietary requirements.

**As a courtesy to colleagues will you please turn all electrical devices to silent prior to the start of the meeting.**

**YORKSHIRE PURCHASING ORGANISATION MANAGEMENT COMMITTEE -  
Friday, 25 March 2022**

**AGENDA**

1. Apologies for Absence.
2. Members' Declaration of Interest.
3. To note any items which the Chairman has agreed to add to the agenda on the grounds of urgency.
4. To approve as a correct record, the Minutes of the Audit & Scrutiny Sub-Committee meeting held on 4th March 2022 and agree the recommendations for each report contained within the minutes. (Pages 1 - 4)
5. To approve as a correct record, the Minutes of the Executive Sub-Committee meeting held on 11th March 2022 and agree the recommendations for each report contained within the minutes. (Pages 5 - 7)
6. To approve as a correct record, the Minutes of the Management Committee meeting held on 26th November 2021. (Pages 9 - 12)
7. Lead Authority Issues - Verbal.
8. In relation to reports containing exempt information to consider, and if approved, pass the following resolution:-  
"That the public and press be excluded from the meeting for consideration of agenda items 9 - 13 on the grounds that they are likely to involve the disclosure of exempt information as described in Part 1 of Schedule 12A to the Local Government Act 1972, as amended."
9. Business Update. (Pages 13 - 16)
10. Governance Review. (Pages 17 - 108)
11. Dividend Distribution. (Pages 109 - 111)
12. Treasury Outturn Report. (Pages 113 - 124)
13. Report of Independent Director. (Pages 125 - 126)
14. Date of Next Meeting.  
*22<sup>nd</sup> July 2022.*

**YORKSHIRE PURCHASING ORGANISATION**

**AUDIT & SCRUTINY SUB-COMMITTEE**

**FRIDAY, 4<sup>TH</sup> MARCH 2022**

**Present:** The Chair: Councillor Mackenzie (North Yorkshire)

Councillors: Barnard (Barnsley), Cole (Doncaster), Wyatt (Rotherham)

<b>1.</b>	<b>CHAIR'S INTRODUCTION &amp; WELCOME</b>
	Councillor Mackenzie welcomed all parties to the meeting.
<b>2.</b>	<b>ACCEPTANCE OF APOLOGIES FOR ABSENCE</b>
	Apologies for absence were received on behalf of Councillors Lomas (York), Barnes (Calderdale), Williams (Wakefield), Uppal (Kirklees), Davies (Kirklees), Prescott (Wigan), Nightingale (Doncaster), Haslam (Bolton).  And: Gillian Marshall (Wakefield), Jon Towler (Independent Director), and Jo Marshall (YPO).
<b>3.</b>	<b>MEMBERS DECLARATION OF INTEREST</b>
	No declarations of interest were made.
<b>4.</b>	<b>URGENT ITEMS</b>
	No urgent items were raised.
<b>5.</b>	<b>PREVIOUS MINUTES (AUDIT &amp; SCRUTINY SUB COMMITTEE)</b>
	The minutes of the YPO Audit & Scrutiny Sub-Committee held on 5 <sup>th</sup> November 2021 were approved by all.
<b>6.</b>	<b>ANNUAL GOVERNANCE STATEMENT &amp; LOCAL CODE OF CORPORATE GOVERNANCE</b>
	The Managing Director (Simon Hill) noted that although a review of governance is currently underway, the papers on today's agenda remain business as usual.  The Executive Director (Julie Hawley) shared the report of the Head of Finance which presents the first draft of the Annual Governance Statement (AGS) 2021 for consideration. The Local Code has been reviewed and no changes are proposed at this time.  <b>Resolved</b> - (1) That the Annual Governance Statement & Local code of corporate governance be approved.
<b>7.</b>	<b>REVIEW OF FINANCIAL PROCEDURE RULES</b>

	<p>Consideration was given to the Review of Financial Procedure Rules.</p> <p>The Financial Procedure Rules have been reviewed to ensure compliance with the current law, and no changes are currently proposed.</p> <p><b>Resolved</b> – (1) That the Review of Financial Procedure Rules be noted.</p>
<b>8.</b>	<b>GIFTS AND HOSPITALITY</b>
	<p>Consideration was given to the Gifts and Hospitality report presented by the Executive Director.</p> <p>As part of its Anti-Fraud and Bribery Framework, YPO maintains a Gifts and Hospitality register as part of the policy which employees must follow.</p> <p><b>Resolved</b> – (1) That the report be noted.</p>
<b>9.</b>	<b>EMPLOYEE INTERESTS</b>
	<p>The Executive Director shared a report detailing the Employee Declarations of Interest Policy.</p> <p><b>Resolved</b> – (1) That the Audit &amp; Scrutiny Sub-Committee note progress on the roll out of the new system and processes, update to the policy, and compliance across YPO.</p>
<b>10.</b>	<b>INTERNAL AUDIT UPDATE REPORT</b>
	<p>The Service Manager for Internal Audit &amp; Risk (Jason Brook) talked through the Internal Audit update report. The purpose of this report is to give positive assurance on the initial planning work that has been completed, and that resources are in place to fulfil the 2021 Internal Audit Plan.</p> <p>Members asked a number of questions and were satisfied with the responses provided.</p> <p><b>Resolved</b> – (1) That the Internal Audit Update Report be noted.</p>
<b>11.</b>	<b>DRAFT INTERNAL AUDIT PLAN 2022</b>
	<p>The Service Manager for Internal Audit &amp; Risk shared the draft Internal Audit plan for 2022.</p> <p>The report details the proposed Internal Audit Plan for 2022. The purpose of the report is to share the draft internal audit plan with key stakeholders to ensure that effective engagement has taken place throughout the planning process.</p> <p>The Managing Director explained that we are in the process of proactively</p>

	<p>reviewing the whole supply chain for any risks, but there are currently no short-term risks relating to supply from Ukraine.</p> <p>Councillors asked several questions and were satisfied with the responses from Officers.</p> <p><b>Resolved</b> – (1) That the Internal Audit Plan for 2022 be recommended for approval by the Management Committee.</p>
<b>12.</b>	<b>INTERNAL AUDIT ACTIONS UPDATE</b>
	<p>Consideration was given to a report which provided an update as to the progress made towards actions resulting from internal audits completed at YPO, as part of the Annual Audit Plan by Wakefield Council's Internal Audit.</p> <p><b>Resolved</b> – (1) That the progress made in implementing internal audit actions be noted.</p>
<b>13.</b>	<b>EXTERNAL AUDIT UPDATE REPORT</b>
	<p>Alastair Newall (Mazars) shared the External Audit Update report.</p> <p>Alastair explained that the planning work has commenced and is going well.</p> <p>A discussion was held around the possible impact of changes to the CIPFA code.</p> <p><b>Resolved</b> – (1) That the report be noted.</p>
<b>14.</b>	<b>DRAFT PRE-AUDIT STATEMENT OF ACCOUNTS</b>
	<p>The Executive Director (Julie Hawley) shared the report of the Head of Finance which provided Members with the details of the draft Pre-Audit Statement of Accounts 2021.</p> <p>Councillors welcomed the improvement made on trade debtors.</p> <p><b>Resolved</b> – (1) It is noted by Members that the Draft Pre - Audit Statement of Accounts 2021 is ready for audit.</p>
<b>15.</b>	<b>EXCLUSION OF THE PUBLIC AND PRESS</b>
	<p><b>Resolved</b> – That the public and press be excluded from the meeting during consideration of agenda item 16 on the grounds that it is likely to involve the disclosure of exempt information as described in Part 1 of Schedule 12A to the Local Government Act 1972, as amended.</p>
<b>16.</b>	<b>FRAUD PREVENTION FOLLOW UP REPORT</b>

	<p>The Managing Director (Simon Hill) shared the Fraud prevention follow up report. This report has been written in response to a request for further data in the last meeting.</p> <p>Simon talked through the measures in place to strengthen our resistance to fraud attempts, particularly cyber fraud.</p> <p><b>Resolved</b> – That the report be noted.</p>
<b>17.</b>	<b>DATE AND TIME OF NEXT MEETING</b>
	<p><b>Resolved</b> – (1) That the next meeting of the YPO Audit &amp; Scrutiny Sub Committee is to be held on 1<sup>st</sup> July 2022, 10.30am.</p> <p>Councillors thanked Cllr Mackenzie for his time Chairing the Audit &amp; Scrutiny Sub Committee.</p>

**YORKSHIRE PURCHASING ORGANISATION EXECUTIVE SUB-COMMITTEE**

**11<sup>TH</sup> MARCH 2022**

**Present:**      The Chair: Councillor Shaw (Wakefield)  
                     Councillors: Walker (Wigan), Daubeney (York), White (North  
                     Yorkshire)

<b>1:</b>	<b>CHAIR'S INTRODUCTION &amp; WELCOME</b>
	The Chair, Councillor Shaw, welcomed Members to the meeting.
<b>2:</b>	<b>APOLOGIES FOR ABSENCE</b>
	Apologies for absence submitted prior to the meeting were accepted on behalf of Councillors Atkin (Rotherham), Felstead (Bradford), Walsh (Knowsley), Bond (St Helens), Cox (Bolton). And: Simon Hill (YPO), Gillian Marshall (Wakefield).
<b>3:</b>	<b>MEMBERS DECLARATION OF INTEREST</b>
	There were no declarations of interest made.
<b>4:</b>	<b>URGENT ITEMS</b>
	No urgent items were raised.
<b>5:</b>	<b>MINUTES – 12<sup>th</sup> November 2021</b>
	<b>Resolved</b> – (1) That the Minutes of the meeting of the YPO Executive Sub-Committee held on 12 <sup>th</sup> November 2021 be approved as a true and accurate record.
<b>6:</b>	<b>LEAD AUTHORITY ISSUES</b>
	Neil Warren raised an issue which will be covered under item 8 – Financial Performance Report 2021.
<b>7:</b>	<b>EXCLUSION OF THE PUBLIC AND PRESS</b>
	<b>Resolved</b> – That the public and press be excluded from the meeting during consideration of Agenda Items 8 to 10 on the grounds that they are likely to involve the disclosure of exempt information as described in Part 1 of Schedule 12A to the Local Government Act 1972 as amended.
	<b>IN PRIVATE:</b>
<b>8:</b>	<b>FINANCIAL PERFORMANCE REPORT 2021 (EXEMPT)</b>
	The Executive Director (Julie Hawley) presented the report which provides

	<p>an update of the organisation's performance in 2021.</p> <p>The Auditors are now in to ratify the figures. A discussion was held around the challenges faced in 2021.</p> <p>Jo Marshall shared the virtual supplier day went well and we have received positive feedback.</p> <p>It was noted that improvements have been made on the debtors list.</p> <p>Neil Warren raised an issue relating to a loan re-payment to Wakefield Council. Julie Hawley explained there have been communication issues on this on YPO's side.</p> <p>Councillors asked a number of questions and made various comments.</p> <p><b>Resolved</b> – (1) That the Financial Performance Report be acknowledged and noted.</p> <p>(2) It was agreed to bring an update on public sector energy to the Management Committee on 25<sup>th</sup> March.</p>
<p><b>9:</b></p>	<p><b>3 – 5 YEAR STRATEGY UPDATE (EXEMPT)</b></p>
	<p>The Executive Director (Julie Hawley) presented the report which provides members with an update on progress against delivery of the new 3-5 Year Strategy.</p> <p>The Executive Directors talked through the different elements of the strategy plan.</p> <p>Cllr Shaw noted the strategy document is good to see.</p> <p>Councillor Walker asked to see progress reports on this at future committee meetings.</p> <p><b>Resolved</b> – (1) That the report be noted.</p> <p>(2) It was agreed to bring a progress report back to the July Executive Sub Committee.</p>
<p><b>10:</b></p>	<p><b>INDEPENDENT DIRECTOR MEMBERS DISCUSSION (EXEMPT)</b></p>
	<p>The Chair requested that YPO officers leave the meeting for this item.</p> <p>Jon Towler (Independent Director) provided a verbal update to Members, highlighting key areas for member consideration and sharing his observations since the last sub-committee.</p>

	<p>Jon shared some positive changes which have taken place in the monthly Board meetings and highlighted key elements of the on-going projects.</p> <p>Councillors thanked Jon for his comments.</p> <p><b>Resolved</b> – (1) That the verbal update be acknowledged and noted.</p>
<b>11:</b>	<p><b>DATE AND TIME OF NEXT MEETING</b></p> <p><b>Resolved</b> – (1) That the next meeting of the YPO Executive Sub Committee is proposed to be held 8<sup>th</sup> July 2022, at 10:30am.</p>

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**YORKSHIRE PURCHASING ORGANISATION MANAGEMENT COMMITTEE**

**Friday 26<sup>th</sup> November 2021**

- Present:**
- Barnsley**  
Councillor Barnard
  
  - City of Bradford**  
Councillor Felstead
  
  - Bolton**  
Councillor Haslam
  
  - Calderdale**  
Councillor Barnes
  
  - Doncaster**  
Councillor Nightingale
  
  - North Yorkshire CC**  
Councillor Mackenzie  
Councillor White
  
  - Rotherham MBC**  
Councillor Atkin  
Councillor Wyatt
  
  - Wakefield MDC**  
Councillor Shaw
  
  - Wigan MBC**  
Councillor Walker
  
  - City of York**  
Councillor Daubeney

<b>1:</b>	<b>Apologies for Absence</b>
	Apologies for absence submitted prior to the meeting were accepted on behalf of Councillors Bond (St Helens), Davies (Kirklees), Uppal (Kirklees), Walsh (Knowsley), Gardiner (Barnsley), Cole (Doncaster), Cox (Bolton), Salam (Bradford), Prescott (Wigan), Williams (Wakefield).
<b>2:</b>	<b>Members Declaration of Interest</b>
	No declarations of interest were made.
<b>3:</b>	<b>Urgent Items</b>
	No urgent items were discussed.

<b>4:</b>	<b>Minutes of the Audit &amp; Scrutiny Sub Committee – 5<sup>th</sup> November 2021</b>
	<b>Resolved</b> – (1) That the Minutes of the meeting of the YPO Audit & Scrutiny Sub Committee held on 5 <sup>th</sup> November 2021 be accepted as a correct record.  (2) That the recommendations contained within the minutes are formally approved.
<b>5:</b>	<b>Minutes of the Executive Sub Committee – 12<sup>th</sup> November 2021</b>
	<b>Resolved</b> – (1) That the Minutes of the meeting of the YPO Executive Sub Committee held on 12 <sup>th</sup> November 2021 be accepted as a correct record.  (2) That the recommendations contained within the minutes are formally approved.
<b>6:</b>	<b>Minutes of the Management Committee – 23<sup>rd</sup> July 2021</b>
	<b>Resolved</b> – (1) That the Minutes of the meeting of the YPO Management Committee held on 23 <sup>rd</sup> July 2021 be accepted as a correct record.
<b>7:</b>	<b>Lead Authority Issues</b>
	No Lead Authority issues were raised.
<b>8:</b>	<b>Exclusion of the Public &amp; Press</b>
	<b>Resolved</b> - <i>That the public and press be excluded from the meeting during consideration of Agenda Items 9 - 13 on the grounds that they are likely to involve the disclosure of exempt information as described in Part 1 of Schedule 12A to the Local Government Act 1972, as amended.</i>
	<b>IN PRIVATE:</b>
<b>9:</b>	<b>Financial Performance Update (EXEMPT)</b>
	The Executive Director (Julie Hawley) presented the report which provides an update of the organisation's performance in 2021.  Julie provided an update on the October figures.  Councillors asked a number of questions and were satisfied with the responses provided by Officers.  <b>Resolved</b> – (1) That the Financial Performance Report be acknowledged and noted.
<b>10:</b>	<b>Business Update (EXEMPT)</b>
	Members considered the report of the Managing Director which provided Members with an update of the activities of the organisation since the previous Committee meeting and gave an overview of the forthcoming activities and challenges.  Simon Hill shared the measures taken by YPO to protect staff throughout the Covid pandemic, as well as an update on the Modern workplace project.

	<p><b>Resolved</b> – (1) That the report be noted.</p>
<b>11:</b>	<b>YPO 3 – 5 Year Strategic Plan</b>
	<p>The Managing Director (Simon Hill) shared the 3 – 5 Year Strategic Plan report. The report informs members of the high-level strategic initiatives planned by YPO for the next 3-5 years and requests their approval to implement the plan.</p> <p>Simon talked through all elements of the plan and the background on this.</p> <p>The Executive Directors talked through the strategy diagram and the key themes of the plan.</p> <p>Councillors made a number of comments on the strategic plan which were accepted by Officers.</p> <p><b>Resolved</b> – (1) Members approved the proposed YPO Strategy for the operating period commencing 1st January 2022, giving specific endorsement to the Key Themes detailed in paragraph 7 of the report.</p> <p>(2) It was agreed to delegate authority for decisions on the Food business to the Chair and Vice Chair, supported by the Independent Director, Managing Director, and Lead Authority Statutory Officers.</p>
<b>12:</b>	<b>Budget &amp; Business Plans (EXEMPT)</b>
	<p>Members considered the report containing the Budget &amp; Business Plans for 2022.</p> <p>Members asked Officers a number of questions relating to the Budget &amp; Business Plan and Members were satisfied with Officers responses.</p> <p><b>Resolved</b> – (1) That Members agree the proposed budget for 2022 and 5-year financials.</p>
<b>13:</b>	<b>Report of Independent Director (EXEMPT)</b>
	<p>Members gave consideration to a report of the Independent Director which detailed his observations of the organisation since the last meeting.</p> <p>The Independent Director also provided a verbal update on the activities of YPO since this report was submitted, and his views on the future strategy.</p> <p><b>Resolved</b> - (1) That the report of the Independent Director and his observations be noted.</p> <p>(2) It was agreed that the customer service survey results would be circulated to Members as well as a brief commentary around this.</p>
<b>14:</b>	<b>DATE AND TIME OF NEXT MEETING</b>

	<p><b>Resolved</b> – That the next meeting of the YPO Management Committee will be held on 25<sup>th</sup> March 2022.</p>
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